

Position Title: Special Assistant Administrative Services

Department: OFFICE OF THE INSPECTOR GENERAL

Final Filing Date: Thursday, January 22, 2009

Bulletin ID: 01082009\_1

The Above-Named Examination Bulletin is Amended as Follows:

Applications already received for the previously released bulletin dated Monday, November 24, 2008 will be considered. Please no do not resubmit another application.



## OFFICE OF THE INSPECTOR GENERAL CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF THE INSPECTOR GENERAL	<b>RELEASE DATE:</b>	Thursday, January 8, 2009
<b>POSITION TITLE:</b>	Special Assistant Administrative Services	<b>FINAL FILING DATE:</b>	Thursday, January 22, 2009
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	01082009_1

### POSITION DESCRIPTION

Under the general direction of the Chief Deputy Inspector General, the Career Executive Assignment (CEA) serves as a high-level resource to provide the Office of the Inspector General (OIG) with objective, independent advice and recommendations on significant policy issues and activities affecting the administrative operations of the OIG. The incumbent plans, organizes, and directs the OIG administrative services and is responsible for providing leadership and management in the following areas: budgets; information technology; human resources; and business services, including facilities, procurement, and contracts.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military

duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

**DESIRABLE QUALIFICATION(S)**

1. Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of the executive management team.
2. Demonstrated ability to work effectively with executive staff and bureau chiefs, state control agencies, other governmental entities, and a variety of individuals and organizations.
3. Strong management skills, the ability to supervise a multi-disciplinary staff, and the demonstrated ability to monitor workloads and accomplish objectives.
4. Experience at the managerial level in formulating, recommending, and implementing sound policy.
5. Working knowledge of the California State budgetary processes necessary for effective program implementation including knowledge of state control agencies and the role each plays in the budget process and fiscal management.
6. Knowledge of the fundamentals of accounting, budgeting, and fiscal reporting.
7. Knowledge of the state civil service system, employee/employer relations, employee development, and equal employment opportunity programs.
8. Well developed interpersonal skills and the ability to communicate effectively with diverse groups both orally and in writing.
9. Demonstrated ability to develop and maintain excellent customer service.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Special Assistant Administrative Services**, with the **OFFICE OF THE INSPECTOR GENERAL**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination will consist of a preliminary review of each candidate's application and Statement of Qualifications by a screening committee. The Desirable Qualifications listed on this bulletin will be used as the evaluation criteria, therefore it is important each candidate provide specific information on how his/her length and breadth of experience, knowledge, and abilities are applicable to each Desirable Qualification. Candidates with the most desirable qualifications will have their applications submitted for further consideration and may, or may not, be scheduled for an interview. Interviews may not be conducted if the Inspector General finds them unnecessary in order to make a selection.

**FILING INSTRUCTIONS**

Applicants that do not submit a "Statement of Qualifications" that specifically addresses each Desirable Qualification separately will be eliminated from the examination.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

OFFICE OF THE INSPECTOR GENERAL, Human Resources  
P.O. Box 348780, Sacramento, CA 95834  
Misty Crooks | (916) 830-3691 | crooksm@oig.ca.gov

**ADDITIONAL INFORMATION**

Applications must be postmarked by the final filing date or personally delivered to 3927 Lennane Drive, Suite 220, Sacramento by 5:00 p.m. on the final filing date.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF THE INSPECTOR GENERAL reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>